

How to Apply for the Aged and Disabled Wavier (ADW) Program

1. What is the ADW Program?

ADW is an in-home care program that allows staff to come into your home to assist with your personal needs. This program is for individuals who need the same type of care provided in a nursing home but want to stay in their own home.

Where can I get an application?

You can get an application called the Medical Necessity Evaluation Request (MNER) from any of the following places.

- **Aging and Disability Resource Network** | phone: 866-987-2372 |
Website: www.wvnavigate.org
- **Bureau of Senior Services** | phone: 866-767-1575 |
Website: www.wvseniorservices.gov
- **Bureau for Medical Services** | phone: 304-558-1700 |
Website: www.dhhr.wv.gov/bms/hcbs/ADW/Pages/ADW.aspx

How do I apply for the ADW program?

- First you must complete and submit the MNER form to your physician. Your physician must complete and sign off on the form and send it to KEPRO.
- APS will send you a letter informing you they received your application. Your letter will include a yellow financial eligibility form (DHS-2) and a Case Management Agency Selection form. If you need or want assistance completing the financial form, you may select a Case Management agency to assist you in the process. Return the completed Case Management agency selection form to KEPRO.
- Once KEPRO receives your Case Management Agency Selection form, they will request the agency you selected to reach out to you. The Case Manager should contact you within five days. If not, contact the Bureau of Senior Services at 304-558-3317.
- If you want to complete the financial eligibility process on your own, you will submit the form and a copy of the letter from KEPRO to your county DHHR office. The county DHHR office will determine if you are financially eligible for ADW; they will send notice to KEPRO.
- Once KEPRO receives notice you are financially eligible, KEPRO will contact you to schedule a visit to complete the Pre Admission Screening (PAS) and see if you are also medically eligible.
- **Only those who are both financially and medically eligible can receive WV Aged and Disabled Waiver services.** Services may not start immediately, depending if there is a Medicaid slot available, if not then you will go on the Managed Enrollment List (wait list).

What are the criteria to be medically eligible for ADW?

You must have substantial needs in at least 5 areas of activities of daily living in order to be medically eligible. Some of these activities include: Eating, bathing, dressing, grooming, mobility, and toileting.

What services are available through the ADW program?

You may receive services through a Traditional ADW provider agency that will send a staff person to your home. You may also self-direct the Personal Attendant Services yourself which means you will select your employees who will work directly for you. Services available include:

- Personal Attendant Services – an employee trained to assist you with bathing, dressing, grooming, eating, and fixing your meals or other personal care needs.
- Case Management Services – a licensed professional who helps you identify your needs and plan for your care as well as advocates for and connects you with services or resources in your community.
- Aged and Disabled Waiver Non-medical Transportation to and from services on your individual service plan.
- Nursing Assessment and Supervision – an RN assesses your needs and writes the plan the Personal Attendant follows when delivering your care.